

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8130.24

10/21/91

PROCEDURES FOR TERMINATION/NONRENEWAL OF AIRCRAFT
SUBJ: CERTIFICATION SERVICE DESIGNATIONS AND DELEGATIONS

1. PURPOSE. This order establishes Federal Aviation Administration (FAA) procedures for the termination or nonrenewal of the certificate of a Designated Manufacturing Inspection Representative (DMIR), Designated Engineering Representative (DER), Designated Airworthiness Representative (DAR), Organizational Designated Airworthiness Representative (ODAR), Designated Alteration Station (DAS), or Delegation Option Authorization (DOA). These procedures are intended to ensure that due process is accorded before a final decision is made on termination or nonrenewal of the above designations. Although these procedures do not specifically address termination of Special Federal Aviation Regulation No. 36 authorizations, Parts Manufacturer Approval, or Technical Standard Order authorizations, they are to be used as guidance.

2. DISTRIBUTION. This order is distributed to the Washington headquarters division levels of the Flight Standards Service; to the branch levels of the Aircraft Certification Service and the Aviation Standards National Field Office; to the branch level in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices and Aircraft Certification Field Offices; to all Manufacturing Inspection District and Satellite Offices; to the Flight Standards branch at the FAA Academy; and to the Brussels Aircraft Certification Division.

3. DEFINITIONS.

a. FAA Managing Office. The managing office is the FAA field office assigned responsibility by the appointing office for monitoring, supervising, and training designees and holders of authorizations, and recommending renewal or withdrawal of FAA Form 8430-9, Certificate of Authority, or FAA Form 8000.5, Certificate of Designation. The managing office retains this responsibility, even though a designee may be authorized to perform certain functions outside the geographical area of that office. (See appendix 5)

(1) DMIR's, Manufacturing DAR's, and Manufacturing ODAR's: The managing office is the local Manufacturing Inspection District Office (MIDO).

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(2) Maintenance DAR's and ODAR's: The managing office is the local Flight Standards District Office (FSDO).

(3) DER's, DAS's, and DOA's: The managing office is the Aircraft Certification Office (ACO) located in the geographic region of the designee or authorization holder, referred to as the "local ACO."

b. FAA Appointing Office. This office has the responsibility for selecting and appointing designees, and granting authorizations. (See appendix 5)

(1) DMIR's, and Manufacturing DAR's and ODAR's: Initial appointments are signed by the manager of the appropriate Directorate. However, the Directorate's Manufacturing Inspection Office (MIO) is delegated responsibility as the appointing office for processing initial appointment applications and for issuing renewals.

(2) Maintenance DAR's and ODAR's: The appointing office is the Flight Standards Division of the geographical region where the designee is located or has a primary place of business where its functions will be performed.

(3) DER's, DAS's, and DOA's: The appointing office is the local ACO.

4. BACKGROUND.

a. Section 314(a) of the Federal Aviation (FA) Act of 1958 authorizes the FAA Administrator to delegate to private persons any function relating to examinations, inspections, and testing of aircraft, subject to any regulations, supervision, and review that the Administrator may prescribe. Under this section, the Administrator may also rescind any such delegation at any time for any reason considered appropriate; however, Section 314(a) does not provide a comprehensive procedure for appeal of such action by the designee.

b. General procedures for terminating or not renewing designations and delegations are listed in paragraph 6 and 7 of this order. These procedures specify conditions that may require the termination of a designation or delegation and list the procedures that field offices should employ to accomplish such actions. Even though the FAA sometimes refers to the designations and authorizations as "certificates," they are **NOT** "certificates" within the meaning of Section 609 of the FA Act; the procedures for appealing and implementing these regulations are not applicable.

c. Judicial decisions have found that the Administrator and authorized employees may terminate a designation according to established legislation, rules, and procedures; however, the designation holder must be provided with adequate notice and afforded the opportunity to respond to the proposed action. Therefore, the Office of the Chief Counsel and the Aircraft Certification Service have developed procedures for termination and nonrenewal actions. These procedures do not apply when the termination or nonrenewal is at the request of the designation holder, since this decision is entirely voluntary.

5. DURATION AND REASONS FOR TERMINATION/NONRENEWAL OF DESIGNATIONS AND DELEGATIONS.

a. Duration of DMIR, DER, DAR, or ODAR Certificates. The appointment of a DMIR, DER, DAR, or ODAR is for a period not to exceed 1 year and, at the option and discretion of the Administrator, may be renewed annually, provided the designee's performance has been satisfactory. The following are conditions for designee certificate termination or nonrenewal as identified in FAR sections 183.15(d)(1) through (5), and reasons the Administrator considers appropriate under FAR section 183.15(d)(6):

(1) By request. At the request of the designee or the designee's employer; or, in the case of a designee employed by a supplier to a production approval holder, at the written request of the production approval holder.

(2) Termination of employment. When the designee leaves the employment of the production approval holder or its supplier.

(3) Improper conduct. When the Administrator finds the designee has not properly exercised or performed the duties of the designation, or that the production approval holder has improperly used the services of the designee.

(4) Suspension, cancellation, or revocation. Upon suspension, cancellation, or revocation of the production approval.

(5) Removal from supplier list. When a supplier who employs the designee is removed from the production approval holder's approved supplier list.

(6) Certificate suspension, revocation, or cancellation. In the case of a maintenance DAR, upon suspension, cancellation, or revocation of a mechanic's or repairman's certificate held by the designee.

(7) Lapse of qualifications. When the Administrator finds the designee's qualifications for a specific activity have lapsed.

(8) Insufficient activity. When the Administrator finds that the designee has not had sufficient activity to warrant continuance of the designation.

(9) Lack of care, judgment, or integrity. When the Administrator finds the designee or production approval holder has not demonstrated the care, judgment, or integrity to exercise the designation properly.

(10) Any other appropriate reason. For any other reason considered appropriate by the Administrator.

b. Duration of DAS and DOA. Designated Alteration Station and Delegation Option Authorization certificates are issued for an unlimited period under FAR sections 21.443 and 21.243, respectively, but may be terminated at the option and discretion of the Administrator. The FAA will consider any of the following reasons a basis for termination of a DAS or DOA certificate:

(1) By request. At the request of an authorized representative of the DAS or DOA.

(2) Improper conduct. When the Administrator finds the DAS or DOA has not properly exercised or performed the duties of the designation.

(3) Insufficient activity. When the Administrator finds the DAS or DOA does not have sufficient activity to warrant continuance of the designation.

(4) Lack of care, judgment, or integrity. When the Administrator finds the DAS or DOA has not demonstrated the care, judgment, or integrity required to exercise the designation properly.

(5) Any other appropriate reason. For any other reason considered appropriate by the Administrator.

6. PROCEDURES FOR TERMINATION/NONRENEWAL OF A DMIR, DER, DAR, or ODAR.

a. Termination/nonrenewal and initial appeal.

(1) Notice of proposed action. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder stating the reason(s) for the proposed termination or nonrenewal of the designation. If possible, the notice should be sent at least 30 days before the intended effective date. Sample notification letters are contained in appendices 1, 2, 3, and 4 of this order. At a minimum, the notice shall include the following:

NOTE: Nonrenewal of DMIR or DER authorizations due to the failure of the responsible individual to submit the required request prior to expiration of their authorization will not be cause for sending written notice.

(a) Reasons for termination. Specific reasons for the proposed termination or nonrenewal, including examples of unacceptable conduct, when applicable.

(b) Permission to request reconsideration. A statement allowing the designation holder to request reconsideration from the FAA, in writing or in person, within 2 weeks from the date of receipt. If the designation holder does not respond, the termination or nonrenewal process shall continue.

(c) Effective date of termination/nonrenewal, when stayed. For a nonrenewal, a notice clearly advising the designee that a request for reconsideration will not delay the expiration date of the designation. In the case of termination, however, the designee shall be advised that a request for reconsideration **WILL** extend the termination date until the initial reconsideration has been completed. This paragraph does not apply when an immediate suspension is necessary, as described in paragraph 8.

(d) Intention to keep record. A statement that the FAA will prepare and maintain a record of the request for reconsideration, any evidence submitted, and any meetings held. The notice will also inform the designation holder that they may be accompanied by legal counsel.

(2) Who should receive notice. If the proposed termination or nonrenewal is based on misconduct of an employee-designee (DMIR or DER) of a production approval holder, supplier, or engineering organization, notice shall be given to the designee and the designee's employer. In this instance, only the designee may appeal and request reconsideration of the proposed action. It is permissible to have the designee's employer participate in the appeal process.

NOTE: If the designee is employed by a supplier to a production approval holder, notice will go to the production approval holder rather than to the supplier.

(3) Reconsideration not always available to individual. If the proposed termination or nonrenewal is based on insufficient activity or misconduct by an ODAR, production approval holder, supplier, or engineering organization, only the organization may request reconsideration of the proposed action; the individual designee may not.

(a) Notice to independent DAR's. If the proposed termination or nonrenewal is based on misconduct of an independent DAR, notice will be given to the DAR who may appeal and request reconsideration of the proposed action. In this instance, only the DAR may participate in the appeal process.

(4) Meeting with designee to review proposed action.

(a) Who should attend. The meeting will be held with the manager of the FAA managing office (See appendix 5) and the FAA inspector or project engineer who made the recommendation to terminate or not renew the designation.

(b) Record. The FAA will maintain a record of the meeting in some form, such as shorthand notes, a summary written up after the meeting, or a verbatim transcript prepared by a court reporter. If the record consists of written material, a copy will be forwarded to the designation holder to review and submit proposed comments or corrections.

(5) Notice of results of meeting. If after the meeting, the managing office confirms the inspector's or engineer's proposed action, the FAA managing office will send a letter by certified mail (return receipt requested) to the designee or organization. The letter shall contain the following:

(a) Reason(s) for termination. The letter will clearly state the decision and the justification therefor. This letter will respond to each of the arguments presented by the designee or organization.

(b) Permission to request second-level reconsideration. The letter shall inform the designee that a written request for reconsideration of the decision may be sent to the Directorate MIO for DMIR's, DAR's, and ODAR's. For DER's, the request shall be sent to the Directorate manager who has responsibility for the local ACO. Maintenance DAR's and ODAR's will be informed to request reconsideration of the decision to the regional Flight Standards Division. The letter will state that the designation holder may, in the request for reconsideration, petition a review of the material submitted by all parties, request another meeting as described above, or both.

(c) Effective date of termination/nonrenewal. The letter will advise the designation holder that the designation will terminate or expire on a specified date, and that a request for further reconsideration will not stay the effective date.

b. Second-level reconsideration.

(1) Meeting and record. If reconsideration of the managing office's decision is requested, the meeting will be held by the Directorate MIO for DMIR's and manufacturing DAR's and ODAR's, the regional Flight Standards Division (the appointing office) for maintenance DAR's and ODAR's, and the Directorate manager for DER's (See appendix 5). The meeting will be attended by the individuals who participated in the original review, and a record of the meeting will be made and maintained as described in paragraph 6a(4)(b).

(2) Results of second-level reconsideration. If after reconsideration of the decision, the MIO manager or FAA appointing office manager concurs with the decision to terminate or not to renew, the manager will send a letter by certified mail (return receipt requested) to the designation holder reciting the final decision and justification. The letter will respond to each of the arguments presented by the designee or organization. The letter will also advise the designation holder that the decision is final as of a specific date, but that a legal remedy is provided under 49 U.S.C. Section 1486(a), by Petition for Review in a United States Court of Appeals within 60 days from the date of receipt of the letter.

(3) Cases in which designee failed to respond to original notice. A decision letter by certified mail (return receipt requested) will be issued by the FAA managing office or FAA appointing office (See appendix 5), even if the designation holder failed to respond to the original notice of proposed action. However, in this situation, the letter will state that reconsideration by the FAA will not be allowed.

7. PROCEDURES FOR TERMINATION OF DAS AND DOA.

a. Termination and initial reconsideration.

(1) Notice of proposed action. The appointing office will provide the DAS or DOA with written notice by certified mail (return receipt requested) stating the reason(s) for the proposed action. The notice, if possible, should be sent at least 30 days before the intended effective date. Sample notification letters are contained in appendices 1, 2, 3, and 4 of this order. At a minimum, the notice shall include the following:

(a) Reasons for termination. Specific reasons for the proposed termination, including examples of unacceptable conduct, when applicable.

(b) Permission to request reconsideration. A statement allowing the representative of the DAS or DOA to request reconsideration from the FAA, in writing or in person, within

2 weeks from the date of receipt. If the DAS or DOA does not respond, the termination process will continue.

(c) Intention to keep record. A statement that the FAA will prepare and maintain a record of the request for reconsideration, any evidence submitted, and any meetings held. The notice will also inform the DAS or DOA that their representative may be accompanied by legal counsel.

(d) Effective date of termination. A statement that a request for reconsideration **WILL** extend the termination date until the initial reconsideration has been completed. This paragraph does not apply when an immediate suspension is necessary, as described in paragraph 8.

(2) Meeting with authorization holder to review proposed termination.

(a) Who should attend. The meeting will be held by the managing office manager and the FAA inspector or engineer who recommended the proposed termination.

(b) Record. The FAA will maintain a record of the meeting, pursuant to paragraph 6a(4)(b) of this order. If the record consists of written material, a copy will be provided to the representative of the DAS or DOA to review and submit any proposed comments or corrections.

(3) Notice of results of meeting. If after review of any materials and information received at the meeting, the proposed action to terminate the DAS or DOA is confirmed, then a letter will be issued by the ACO manager for the geographic region in which the DAS or DOA is located. The letter shall contain the following:

(a) Reason(s) for termination. The letter will reiterate the reason(s) and justification for the decision, and give a specific date for termination. This letter will respond to each of the arguments presented by the authorization holder.

(b) Permission to request second-level reconsideration. The letter shall advise that a written request for reconsideration of the decision may be sent to the Directorate manager of the local ACO. The letter will state that the DAS or DOA, in their request for reconsideration, petition a review of material submitted by all parties, request a meeting, or both. The letter shall also advise that the DAS's or DOA's authority will not be extended past the termination date pending reconsideration at the Directorate or regional office level.

b. Second-level reconsideration.

(1) Meeting and record. If the DAS or DOA requests further reconsideration, the meeting will include the manager of the appointing office, as well as the individuals who participated in the FAA appointing office's decision. A record of the meeting will be maintained as described in paragraph 6a(4)(b) of this order.

(2) Results of second-level reconsideration. If after reconsideration of the decision, the Directorate manager concurs with the ACO's decision, the Directorate manager will send a letter by certified mail (return receipt requested) to the DAS or DOA reciting the final decision and justification. The letter will respond to each of the arguments presented by the authorization holder, advise the DAS or DOA that the decision is final as of a specific date, and that a legal remedy is provided under 49 U.S.C. Section 1486(a), by Petition for Review in a United States Court of Appeals within 60 days of receipt of the letter.

(3) Cases in which the authorization holder failed to respond to original notice. Even if the DAS or DOA has not responded to the original notice, the decision letter shall be sent. However, the letter will not offer the holder an opportunity to request reconsideration.

8. IMMEDIATE SUSPENSION. When a designation holder is suspected of fraud or any other activity deemed inappropriate, and an immediate action is necessary to ensure safety, field offices will immediately direct the designation holder to cease all authorized activity pending FAA investigation into the matter. The appropriate field office will then initiate action according to the procedures in paragraphs 6 and 7 of this order.

9. SURRENDER OF DESIGNATIONS AND DELEGATIONS. All termination and nonrenewal actions concluded shall result in the surrender of certificates pertaining to the designation or delegation.

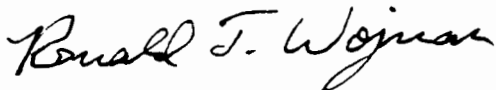
10. COORDINATION OF TERMINATION/NONRENEWAL DECISIONS.

a. Termination or nonrenewal of a particular designation certification does not necessarily require termination of all designations or delegations held by the individual or organization. However, to ensure that other FAA offices that may have issued other authorizations to the designee are aware of the termination or nonrenewal action, field offices will coordinate all contemplated actions with each of the Aircraft Certification Directorates and with the regional Flight Standards Division. For a DOA, coordination will be with the Aircraft Certification Directorate for the aircraft product involved. In addition, the regional Assistant Chief Counsel will be notified before the initiation of such action, and notices sent to the designee will be coordinated with the Assistant Chief Counsel.

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b. Questions concerning the guidance contained in this order pertaining to a DMIR, manufacturing DAR, or ODAR will be directed to the Manager, Aircraft Manufacturing Division, AIR-200. Questions pertaining to a maintenance DAR or ODAR will be directed to the Manager, Aircraft Maintenance Division, AFS-300. Questions pertaining to a DER, DOA, or DAS will be directed to the Manager, Aircraft Engineering Division, AIR-100.

11. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or suggested improvements regarding the content of this order should be forwarded to the Aircraft Certification Service, Administrative Management Branch, AIR-530, Attention: Directives Management Officer, for consideration. Your assistance is welcome. Federal Aviation Administration Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed, you may contact the Airworthiness Certification Branch, AIR-230, for guidance.



Ronald T. Wojnar
Manager, Aircraft Manufacturing
Division

10/21/91

8130.24
Appendix 1

APPENDIX 1. SAMPLE NOTICE OF TERMINATION OR NONRENEWAL FOR
MISCONDUCT OF DESIGNEE

May 1, 19__

CERTIFIED MAIL # _____

File Number

Designee: Mr. Charles Bacon
Designation No. _____

Mr. Charles Bacon
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, New Jersey 00000

Dear Mr. Bacon:

This is to inform you that our office proposes that your Federal Aviation Administration (FAA) designation as a Designated Manufacturing Inspection Representative (DMIR) (**be terminated or not be renewed when it expires**) on June 1, 19__. A copy of this letter is being sent to the company that holds your designation. This proposed action is based upon documentation indicating that you have engaged in conduct inconsistent with the responsibilities of a DMIR. On or about April 20, 19__, you allegedly issued an export airworthiness certificate on an engine without having examined the appropriate paperwork to determine conformity.

A request for reconsideration of the proposal must be made no later than 2 weeks from the date of receipt of this letter. At this time, you should present any evidence or statement concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number for the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. If you elect to bring an attorney, an FAA attorney will also be present. A record of the meeting will be maintained by the FAA.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you, either in writing, by telephone, or in person, your designation will (**be terminated or not be renewed**) for the above-stated reason(s).

Sincerely,

10/21/91

Appendix 2

APPENDIX 2. SAMPLE NOTICE TO A PRODUCTION APPROVAL HOLDER ON
TERMINATION OR NONRENEWAL OF A DESIGNEE

May 1, 19__

CERTIFIED MAIL # _____

File Number

Designee: John Munson

Designation No. _____

Mr. A. Hess, Director of Quality
Concise Aircraft Parts
5 Shore Drive
Atlantic City, New Jersey 00000

Dear Mr. Hess:

This is to inform you that our office proposes that Mr. John Munson's Federal Aviation Administration (FAA) designation as a Designated Manufacturing Inspection Representative (DMIR) (be terminated or not be renewed when it expires) on June 1, 19__. Mr. Munson's designation will (be terminated or not be renewed) because (our records indicate that he has had insufficient activity to warrant continuing the designation or the FAA has learned that he allegedly issued an export airworthiness certification on more than one engine without having examined the appropriate paperwork to determine conformity).

Concise Aircraft Parts may request reconsideration of the proposal no later than 2 weeks from the date of receipt of this letter. We would appreciate receiving any evidence or statement Concise Aircraft Parts might care to make concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number of the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. Representatives of Concise Aircraft Parts may discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. A record of the meeting will be maintained by the FAA.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you, either in writing, by telephone, or in person, Mr. Munson's designation will (be terminated or not be renewed) for the above-stated reason(s).

Sincerely,

10/21/91

8130.24
Appendix 3

APPENDIX 3. SAMPLE NOTICE OF TERMINATION FOR MISCONDUCT
AS A DOA OR DAS

May 1, 19__

CERTIFIED MAIL # _____

File Number

Concise Aircraft Parts
25 Shore Drive
Atlantic City, New Jersey 00000

Attn: John Hose
President

Dear Mr. Hose:

This is to inform you that our office proposes that your Delegation Option Authorization (DOA) be terminated on July 1, 19__. This proposed action is based upon documentation indicating that Concise Aircraft Parts, Atlantic City, New Jersey, allegedly issued an airworthiness certificate on an engine without having examined the appropriate paperwork to determine conformity. According to the Federal Aviation Administration's (FAA) preliminary investigation, this is not the first time this situation has occurred at your facility.

Your company may request reconsideration of our decision no later than 2 weeks from the date of receipt of this letter. We would appreciate receiving any evidence or statement your company might care to make concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number of the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. You may personally discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. A record of the meeting will be maintained by the FAA.

Unless we hear from you, either in writing, by telephone, or in person, your delegation will be terminated for the above-stated reason(s).

Sincerely,

10/21/91

APPENDIX 4. SAMPLE NOTICE OF MISCONDUCT AS A DER

May 20, 19__

CERTIFIED MAIL # _____

File Number

Designee: Mr. William Clark
Designation No. _____

Dear Mr. Clark:

This is to inform you that our office proposes that your Federal Aviation Administration (FAA) designation as a Designated Engineering Representative (DER) (**be terminated or not renewed when it expires**) on June 1, 19__. The purpose of this letter is to notify you of the reasons for this decision and of the procedures that will be followed in this matter. This proposed action is based upon a determination by this office that you have demonstrated a lack of sound engineering knowledge, skill, and impartial judgement necessary to merit special public responsibility. Specific examples on which we based this finding are:

a. Substantial technical deficiencies contained in flight test reports submitted by you, as documented by Federal Aviation Administration (FAA) letter dated April 10, 19__.

b. Lack of any indication towards improvement in either area since your May 9, 19__, counseling session.

Although the FAA is authorized to revoke or to refuse to renew a DER designation on this basis, you may request reconsideration of our decision. Because you are a Consultant DER, only you, the designee, may request reconsideration. This request must be made no later than 2 weeks from the date of receipt of this letter. If your response is in writing, you should include any information you may wish reviewed. You may personally discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will be present. A record of the meeting will be maintained by the FAA.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you, either in writing, by telephone, or in person, your designation will (**be terminated or not renewed**) for the above-stated reasons.

Sincerely,

APPENDIX 5. MATRIX OF MANAGING OFFICE & LEVELS OF
RECONSIDERATION

	DMIR'S	MFG. DAR'S	MFG. ODAR'S	DER'S	DAS'S	DOA'S	DAR'S & ODAR'S
MANAGING OFFICE	LOCAL MIDO	LOCAL MIDO	LOCAL MIDO	LOCAL ACO	LOCAL ACO	LOCAL ACO	LOCAL FSDO
APPOINTING OFFICE	DIRECTORATE FOR AIRCRAFT PRODUCT INVOLVED			LOCAL ACO	LOCAL ACO	LOCAL ACO	REGIONAL FLIGHT STANDARDS DIVISION

RECONSIDERATION

FIRST LEVEL	MANAGING OFFICE	MANAGING OFFICE	MANAGING OFFICE	MANAGING OFFICE	MANAGING OFFICE	MANAGING OFFICE	MANAGING OFFICE
SECOND LEVEL	MIO AT DIRECTORATE FOR AIRCRAFT PRODUCT INVOLVED			MANAGER OF DIRECTORATE FOR DESIGNEE'S LOCAL ACO			APPOINTING OFFICE



U.S. Department
of Transportation
**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order _____

To: Directive Management Officer, AIR-530

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

U.S. Department
of Transportation
**Federal Aviation
Administration**

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Washington, D.C. 20591

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